Adding Lesson Instructions to Teams

The Rowan Learning Trust – Teams Instructions

Adding Lesson instructions to Microsoft Teams allows you to guide students through pre-prepared lessons.

# Step 1:

From within Teams, navigate to the **Teams pane** on the left-hand side. Click on the class required. (Example shown below)

 

# Step 2:

Click on **class notebook** at the top of the page



# Step 3:

Click on the **arrow** on left hand side to open the navigation panel



# Step 4:

Once the navigation panel is open, click on **content library** and **add page**



# Step 5:

Type the date on the right-hand side (above the line)



# Step 6:

Type instructions for your lesson underneath the date



# Step 7:

You can add a power point / word document for students’ reference by clicking **insert / file / insert as attachment**



If you want students to write on a file, click **insert / file / insert file print out**. Students will then be able to write directly onto the document / image and it will automatically save to their page

This will then need to be distributed to whole class (Guide D) or individual student (Guide E)